

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and performance of fire suppression and emergency rescue duties. The fire chief sets management policies and goals and objectives for the department, prepares and submits operating budgets, attends meetings in his capacity of head of fire department operations, and responds to fire and emergency alarms to direct the operation of both paid and volunteer fire personnel. The chief works independently, reporting to the Fire Advisory Board as governing body for the fire department.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs organizational and administrative duties as required to ensure the efficient operation of the fire service including determining number, organization, and distribution of units of the department; ensures proper management and discipline of members of the department; plans, organizes, assigns, and directs operations with respect to equipment, apparatus, and personnel; attends all meetings required by the local governing authority to give reports, make recommendations, etc.

Performs financial management duties including gathering information for use in compiling budgets and submitting an operating budget to the governing authority; prepares specifications for public bids and oversees bidding process; draws up specifications for new equipment; purchases or recommends purchase of equipment and supplies;

Reviews official correspondence and takes action required; provides for and insures that accurate departmental records such as financial records, personnel records, etc., are maintained; personally completes all forms and records required of the chief executive officer of the fire department;

Responds to fire and emergency alarms; supervises subordinate employees at the scene of an emergency in fighting fires, containing hazardous materials, performing rescues, providing emergency medical service, and doing salvage and overhaul duties; operates communications equipment to coordinate operations at emergency scene;

Maintains a public relations program; attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss the needs of the department, to present official department stand on issues under discussion, to answer questions, etc.

Investigates complaints against department personnel; provides for personnel recruitment and selection; interviews prospective employees and makes recommendations for hiring; supervises classified employees and volunteer department members;

Develops a training program for the department and provides for regular employee training;

Enforces fire prevention laws; directs or supervises the inspection of buildings to determine the existence of potential fire hazards;

Supervises the general care, maintenance, and use of department alarm systems, fire fighting apparatus and equipment, vehicles, stations and grounds, and related property;

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

#### **MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire department operation and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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